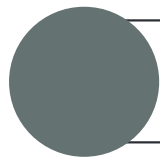# How To Access Power BI

DECISION ANALYTICS & INFORMATION MANAGEMENT

Looking to drive instructional decisions based on your school's ...... data? Want to become a pro at using your Power BI dashboards?

This guide aims to walk Shelby County's school administration teams through the ...... data available in Power BI and even gives some tips and tricks on how to be a Power BI "Power User."

Who can access this

Users

If there is a team member at your school who monitors ..... data and does not have access, email DAIM@scsk12.org with the user's email address.

LOG IN TO POWERBI

Logging into Power BI is as easy as logging into your SCS email account.
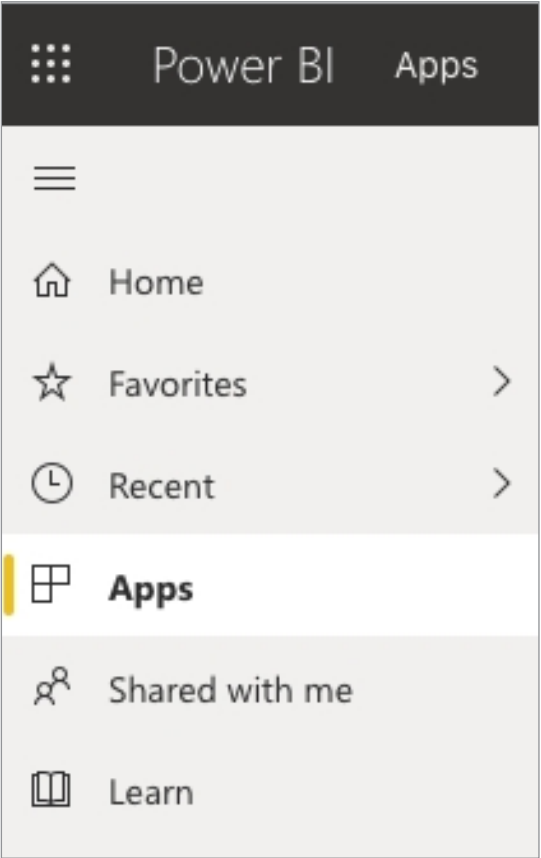
CLICK FOR HOW-TO INSTRUCTIONS

Or, look for the waffle in your Office 365 account. Select Power BI from the Apps Menu to start exploring the data you have available.

If you have more questions or need support on the data in the dashboard, contact our helpdesk at DAIM@scsk12.org. We take pride in our responsiveness and excellent customer service!

Finding The Right Dashboard

**CLICK THE
DASHBOARD YOU NEED**
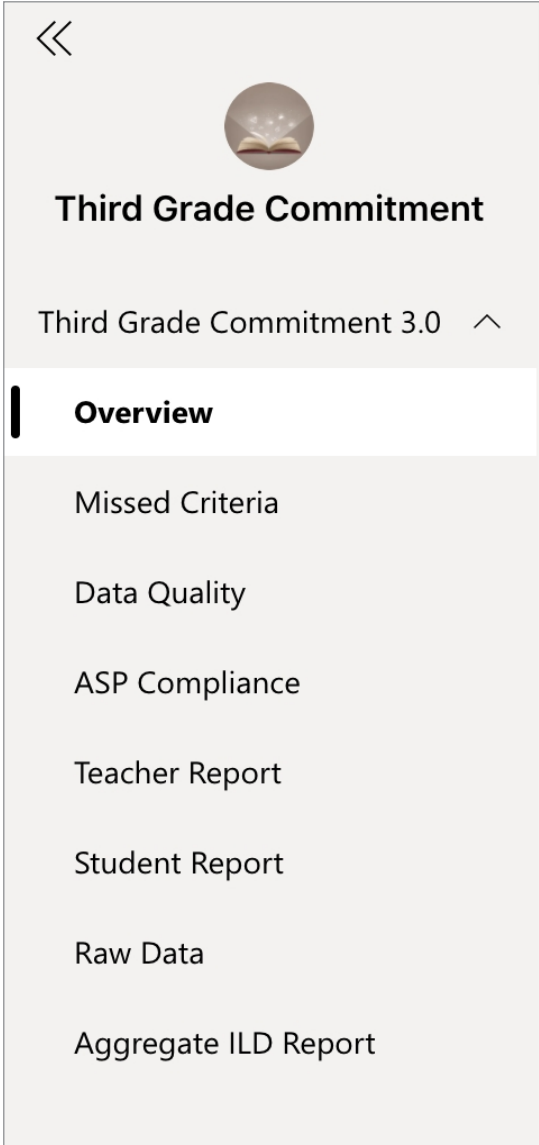
**CLICK TO VISIT PAGES
IN THE MENU**

::: Power BI   Apps

≡

⌂ Home

☆ Favorites   ›

🕐 Recent   ›

▣ **Apps**

👤 Shared with me

📖 Learn

Third Grade Commitment

DEC 1, 2020

≪

Third Grade Commitment

Third Grade Commitment 3.0   ⌃

Overview

Missed Criteria

Data Quality

ASP Compliance

Teacher Report

Student Report

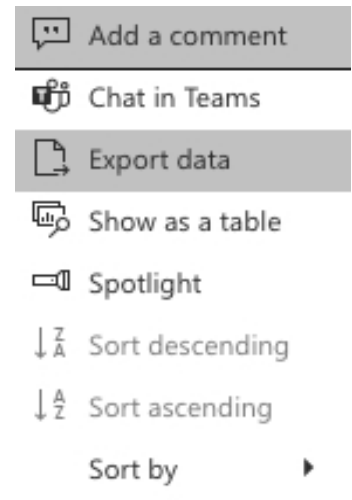Raw Data

Aggregate ILD Report

Power BI Tips & Tricks
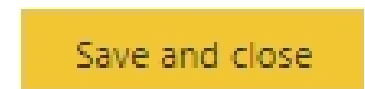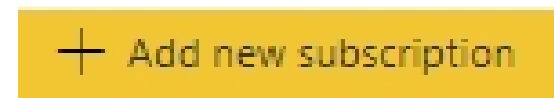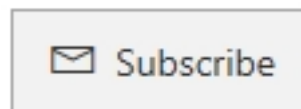
How do I share

EXPORT DATA FROM TABLES

Click the visual or table that you want to export and on the right side a small menu will appear. Select the ellipses on the right and then select "Export data." Keep the default settings and select "Export."

- Add a comment
- Chat in Teams
- Export data
- Show as a table
- Spotlight
- Sort descending
- Sort ascending
- Sort by

How do I subscribe to emailed reports?

STEP BY STEP INSTRUCTIONS
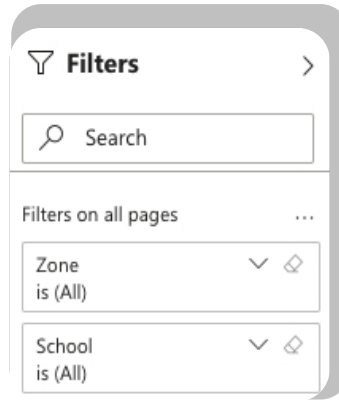
SUBSCRIBE TO EMAIL REPORTS

Go to the desired page in the dashboard. From the top menu bar, select Subscribe (envelope icon). In the pop up menu, select the yellow "Add new subscription" button. Fill in the subject, message, and frequency. Then select "Save and close."

Subscribe

+ Add new subscription

Save and close

Power BI Tips & Tricks

KNOW YOUR FILTERS

All your dashboards have a filter pane with options to change the school year, grade level, student demographics, and other data-specific selections. Open the filter pane on the right side of the page and start exploring your options!

RESET TO DEFAULT

⟳ Reset to default   🔖 Bookmarks ⌄

All your dashboards have a filter pane with options to change the school year, grade level, student demographics, and other data-specific selections. Open the filter pane on the right side of the page and start exploring your options!

INTERACTIVE CHARTS & TABLES

Most of the charts and tables in Power BI are interactive with the rest of the visuals on the page. If you click a chart, the table on the page will filter to just that data and vice versa. This is particularly helpful if you are interested in looking for possible relationships between variables or if you want to quickly filter a table.

RESIZE YOUR SCREEN

Options in the View menu give you flexibility to display report pages at the size and width you choose.